

Chapter 1 Organization Functions and Duties

[Section 4(1)(b)(i)]

Particulars of the organisation, functions and duties:

Sl. No	Name of the Organisation	Address	Functions	Duties
1	Directorate of Economics and Statistics Publication Section Training and Co-ordination Section	4th Floor, M.S.Building, Bangalore-1	<p>The main functions of this section are collection, classification, tabulation, analysis and presentation of the data on various socio - economic aspects of the state in a systematic manner and dissemination of the same through periodic publications and reports.</p> <p>Providing the available information to the public, research students and other department officials.</p> <p>Taking necessary action for proper implementation of the Statistical Act and Rules in collection of reliable, credible and timely statistical data from inter departments.</p> <p>This Section make necessary arrangements for organizing the workshops and training programmes to the statistical officials within and outside the Department which are conducted by the National Statistical Agency (NASA), Administrative Training Institute (ATI) and National Institute of Rural Development (NIRD) regarding the socio-economic aspects and other statistical related subjects.</p> <p>To perform the duties of Directorate as Nodal Agency, this Section Co-ordinates with other Departments in all the statistical matters.</p> <p>Compilation and submission of the progress report, Annual Report and Annual Administration Report of the Directorate of the Economics and Statistics.</p> <p>Monitoring the implementation of the scheme "improving and strengthening the state and district statistical system" under 13th Finance Commission's grants.</p>	

ANNEXURE-2

4(B) (II) Powers and duties of employees

[Section 4(1)(b)(ii)] 2015-16

4(1)(b)(ii) Responsibilities and Duties of Officers and Employees

Sl. No	Name of the Designations	Administration	Details of Distributions of work
<1>	<2>	<3>	<4>
1	C. Joseph Mercy, Joint Director	Recommending the sanction of E L and Commuted Leave and sanction of Casual leave	<ol style="list-style-type: none"> 1. Over all supervision of all the works of PTC Division. 2. Instructions issuing and guiding the staff/case workers in discharging their duties pertaining to their subjects. 3. Collection, Compilation and submission of various reports to the Government. 4. Attending to the other works entrusted by the Director.
Publication Section			
1.	V. Sujatha, Assistant Director	Recommending the sanction of E L and Commuted Leave and sanction of Casual leave	<ol style="list-style-type: none"> 1. Supervision of all the works of the publication Section. 2. Instructions issuing and guiding the caseworkers in the subjects assigned to them. 3. Attending to other works assigned by the Joint Director/Director.
2.	R. Bhaskaran, Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. All Matters pertaining to Administration and Accounts of PTC Division. 2. Maintain Dairy & TTP of Ramanagar, Chikkaballapura, Davanagere & Haveri districts for which Joint Director, PTC division is the Nodal Officers. 3. Providing Information to the applicants under RTI. 4. Attending LA/LC Questions. 5. Attending to all the works assigned by the Assistant Director/Joint Director
3.	N. Varalakshmi, Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. Preparation of Annual Report on Men & Women in Karnataka. 2. Data Entry pertaining to the above publication. 3. Providing Information for preparation of Economic Survey in Karnataka. 4. Attending to other works assigned by the Assistant Director/Joint Director

Sl. No	Name of the Designations	Administration	Details of Distributions of work
<1>	<2>	<3>	<4>
4.	P.Gowri Devi , Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. All activities relating to Preparation of Annual Report on Statistical Abstract of Karnataka. 2. Collection, Scrutiny and computerization of Data for the above publication. 3. Correspondence with concerned departments and maintenance of files. 4. Attending to all the others works assigned by the Assistant Director/Joint Director
5.	D.N.Shantha, Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. Attending to the work of receipt and dispatch of tappals of PTC Division. 2. Maintenance of the stationery files of the Division. 3. Visit to Departments for Collection of Information for KAG & SAK. 4. Attending to all the other works assigned by the Assistant Director/Joint Director
6.	L.T.Gangarajaiah, Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. Scrutiny of 15 Districts DAG & District Socio Economic Review 2. Correspondence with DSO regarding DAG & DSER. 3. Maintenance of draft approval files. 4. Attending to all the other works assigned by the Assistant Director/Joint Director
7.	M.Mahadeva, Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. Maintenance of Library 2. Providing information to the public, research students and other department officials. 3. Assist the concerned case workers in preparation of KAG & SAK. 4. Attending to all the other works assigned by the Assistant Director/Joint Director
8.	B.Albertraj , Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. Scrutiny of 15 Districts DAG & District Socio Economic Review 2. Correspondence with DSO regarding DAG & DSER. 3. Collection of information for KAG & SAK from other Departments. 4. Attending to all the other works assigned by the Assistant Director/Joint Director

Sl. No	Name of the Designations	Administration	Details of Distributions of work
<1>	<2>	<3>	<4>
9.	Shalini.S.L, Assistant Statistical Officer	-	<ol style="list-style-type: none"> 1. Preparation Annual Report on Karnataka At a Glance. 2. Correspondence with concerned departments and maintenance of files. 3. Computerization of Data of KAG. 4. Attending to all the other works assigned by the Assistant Director/Joint Director
Training & Co-ordination Section			
1.	Manjula.A, Assistant Director		<ol style="list-style-type: none"> 1. Supervision of all the works of the Training and Co-ordination Section. 2. Issuing instructions and guiding the case workers in their subjects. 3. Attending to all the other works assigned by the Joint Director/ Director.
			<ol style="list-style-type: none"> 1. Preparation and Submission of progress report of 13th Finance Commission Grants. 2. Correspondence with Govt Departments on implementation of 13th FCG works. 3. Attending to all the other works assigned by the Assistant Director/Joint Director
			<ol style="list-style-type: none"> 1. Preparation of Annual Administration Report & Annual Report of the Directorate 2. To Assist the concerned case workers regarding, correspondence & maintenance of files of the COP Section 3. Attending to all the other works assigned by the Assistant Director/Joint Director
			<ol style="list-style-type: none"> 1. Maintenance of all the files of the COP Section. 2. Preparation/Submission of MPIC progress reports. 3. Preparation/submission of RFD information. 4. Attending to all the other works assigned by the Assistant Director/Joint Director

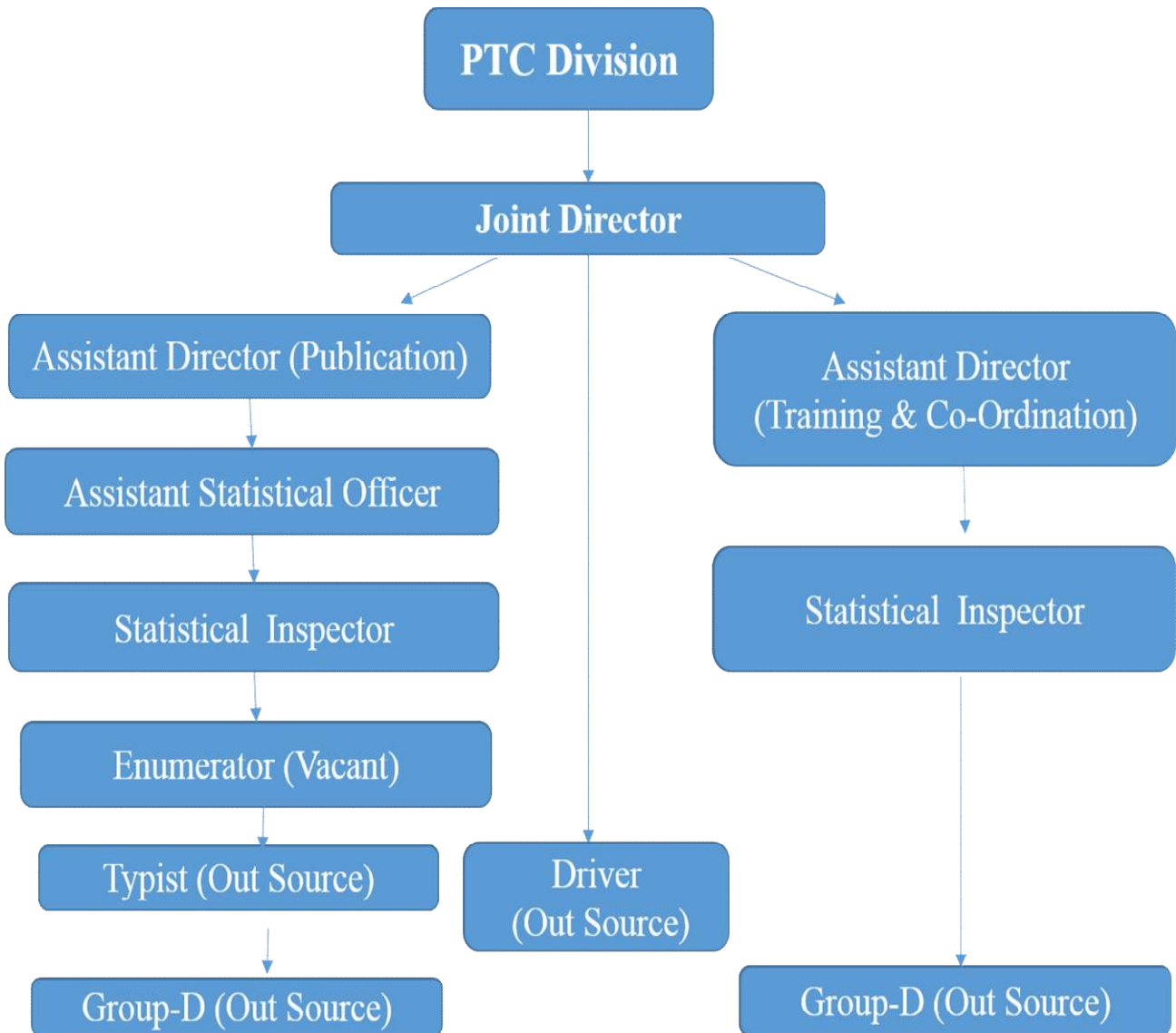
Chapter 3 Procedure Followed in Decision making Process

[Section 4(1)(b)(iii)]

Description of the procedure to be followed in decision making by the public authority

Activity	Description	Decision making Process	Designation of final decision taking authority
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The procedure followed in the decision making process is represented schematically and it is self explanatory, the accountability of each officer and staff is as per office procedure and KCSR as prescribed by the Government of Karnataka.



Chapter 4

Norms set for the Discharge of Functions

[Section 4(1)(b)(iv)]

Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services

Sl. No	Function & Service	Norms/Standards Set for Performance	Time Frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter etc)
Not Applicable				

Chapter 5
Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions

[Section 4(1)(b) (v) & (vi)]

1. Functioning as per the Statistical Act 2008 and Rules 2011,

Chapter 6

Categories of Documents held by the Public Authority under its Control

[Section 4(1)(b) v (i)]

Provide information about the official documents held by the public authority or under its control

Sl. No.	Nature of record
Publication Section:	
1)	Annual Publication of Karnataka At a Glance
2)	Annual Publication of Statistical Abstract of Karnataka
3)	Annual Publication of Men and women in Karnataka
4)	Annual Publication of District At a Glance (30 Districts)
5)	Annual Administration Report

Chapter 7

Arrangement for Consultation with, or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4(1)(b) viii)]

Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies.

Sl. No	Function /Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
Not Applicable			

Chapter 8
Boards, Councils, Committees and other Bodies constituted as part of
Public Authority

[Section 4(1)(b)v(iii)]

Please provides information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council Committee , etc.	Composition	Powers and Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
Publication Section			
Not applicable			
Training&Co-ordination Section			
State Level Co-ordination Committee.	<p>Chairman :- Director, the Directorate of Economics and Statistics</p> <p>Members :-</p> <ol style="list-style-type: none"> i. Representative from Institute of Social and Economic Change (ISEC) ii. Representative from Federation of Karnataka Chamber of Commerce & Industry (FKCCI) iii. Head of the Department of Statistics, Bangalore University iv. Head of the Department of Economics, Bangalore University. v. Head of the Department of Agriculture Economics/ Statistics, University of Agriculture Sciences, Bangalore vi. Special Officer, Evaluation Division, Planning programme Monitoring and Statistics Department <p>Member Secretary:- Joint Director, (Publication, Co-ordination and Training) Directorate of Economics and Statistics (Head Office)</p>	To perform the duties of the Nodal Agency as mentioned in the Government Order No. PD 183 SMC 2010, Dated 25-01-2011 in order to produce the reliable, credible and timely statistics by all the Departments.	No

<p>2. District Level Co-ordination Committee</p>	<p>Chairman Chief Planning Officer, Zilla Panchayat of the concerned district</p> <p>Members</p> <ul style="list-style-type: none"> i. District Statistical Officer of the concerned district ii. Professor of Economics of PG centre OR Degree college in the District iii. Professor of Statistics of PG centre OR Degree college in the District iv. Representative from a reputed research institution/non-governmental organizations engaged in research/studies/surveys/analysis working in the district <p>Member Secretary Project Appraisal and Evaluation Officer, Zilla Panchayat of the concerned district.</p>	<p>To perform the duties of the Nodal Agency as mentioned in the Government Order No. PD 183 SMC 2010, Dated 25-01-2011 and to review the statistical activities of the district level departments.</p>	<p>No</p>
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Chapter 9 Directory of Officers and Employees

[Section 4(1)(b)(ix)]

Please provides information on officers and employees working in
different units or offices at different levels and their contact

Sl. No	Name of the Officers/Employees Sri/Smt	Designation	Office Adress	Contact Number/email ID
1	C.Joseph Mercy	Joint Director	DES, PTC Division, 4 th Floor, Ambedkar Veedhi, M.S. Building, Bangalore-1	080-22287236 Ext - 243 jddesptc@gmail.com
Publication Section				
2	V. Sujatha,	Assistant Director	DES, PTC Division, 4 th Floor, Ambedkar Veedhi, M.S. Building, Bangalore	080-22287236 Ext - 254
3	R.Bhaskaran	Assistant Statistical Officer		080-22287236 Ext - 257
3	N.Varalakshmi	Assistant Statistical Officer		080-22287236 Ext - 258
4	P.Gowridevi	Assistant Statistical Officer		080-22287236 Ext - 257
5	D.N.Shantha	Assistant Statistical Officer		080-22879304 Ext - 257
6	L.T.Gangarajaiah	Assistant Statistical Officer		080-22879304 Ext - 257
7	M.Mahadeva	Assistant Statistical Officer		080-22287236 Ext - 261
8	B.Albertraj	Assistant Statistical Officer		080-22287236 Ext - 257
9	Shalini.S.L	Statistical Inspector		080-22287236 Ext - 258
	Co-ordination Section			
1	Manjula.A	Assistant Director	DES, PTC Division, 4 th Floor, Ambedkar Veedhi, M.S. Building, Bangalore	080-22287236 Ext - 244

Chapter 10

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

[Section 4(1)(b)(x)]

Provide information on remuneration and compensation structure for officers and employees in the following format:

Name of the Officer Working Sri/Smt	Designation	Remuneration
	Organization	Per Month
C.Joseph Mercy,	Joint Director	Rs. 76.108/-
Publication Section		
V. Sujatha,	Assistant Director	Rs. 47,492/-
R.Bhaskaran	Assistant Statistical Officer	Rs. 47,342/-
N.Varalakshmi	Assistant Statistical Officer	Rs. 47,317/-
P.Gowri Devi	Assistant Statistical Officer	Rs. 47,242/-
D.N.Shantha	Assistant Statistical Officer	Rs. 42,510/-
L.T.Gangarajaiah	Assistant Statistical Officer	Rs. 40,407/-
M.Mahadeva	Assistant Statistical Officer	Rs. 38,304/-
B.Albertraj	Assistant Statistical Officer	Rs. 38,304/-
Shalini.S.L	Statistical Inspector	Rs. 35,500/-
Training and Co-ordination Section		
Manjula.A	Assistant Director	Rs. 56,480/-

Chapter 11

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)(x)i]

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allotted	Proposed expenditure As on last Year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.,)
Not Applicable				

Chapter 12

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)(x)ii]

- 1) Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

Not Applicable

- 2) Provided information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/Activity	Nature/Scale of Subsidy	Eligibility Criteria for grant of subsidy	Designation of Office of grant subsidy
Not Applicable			

Chapter 13

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4(1)(b)(x)iii]

Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format

Institutional Beneficiaries

Name of Programme Scheme				
Sl. No	Name & address of recipient institutions	Nature / Quantum of Benefit Granted	Date of Grant	Name & designation of granting authority
Not Applicable				

3. Describe the manner of execution of the subsidy programme

Name of the programme / Activity	Application procedure	Sanction Procedure	Disbursement Procedure
Not Applicable			

Chapter 14
Information Available in Electronic Form
 [Section 4(1)(b) (xiv)]

Please provide the details of information related to the various schemes of the department which are available in electronic formats.

(Floppy, CD, VCD, Web Site, Internet etc.)

Electronic	Description (site address/location where available etc.,)	Contents or Title	Designation and address of the custodian of information held by whom ?
PTC Division			
Web site	www.des.kar.nic.in	1. Annual Publication of Karnataka At a Glance 2. Annual Publication of Statistical Abstract of Karnataka 3. Annual Publication of Men and Women in Karnataka 4. Annual Publication of District At a Glance (30 Districts) 5. Annual Administration Report	Director DES, 7 th Floor, Ambedkar Veedihi, M.S. Building, Bangalore-1

Chapter 15
Particulars of Facilities available to Citizens for Obtaining
Information

[Section 4(1)(b)xv]

Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/ Name etc)	Details of Information made available
PTC Division		
Web site	www.des.kar.nic.in	<p>1. Annual Publication of Karnataka At a Glance - This Publication contains District wise information on various Socio-Economic aspects such as Area & Population, Agriculture and Allied Sectors, Health, Education, Industries, Banking and Co-operation, Etc.,</p> <p>2. Annual Publication of Statistical Abstract of Karnataka- This Report contains the information about the over view of the State. In addition to the General information it also covers Local body Statistics, Electoral Statistics, Five Year Plan Data and All India Statistics, Etc.,</p> <p>3. Annual Publication of Men and Women in Karnataka- This Publication contains information as Rights and Privileges of Women in India, Special initiatives taken up by the Departments for women, Demography and Vital Statistics, Health, Education, Crime against women, Political participation of women and so on.</p>

		<p>4. Annual Publication of District At a Glance - This Publication is generated at District Level, which contains Taluk wise information on various Socio-Economic aspects, such as Area & Population, Agriculture and Allied Sectors, Health, Education, Industries, Banking and Co-operation, Etc.,</p> <p>5. Annual Administration Report - This Report contains the information about the activities performed and the progress achieved (Financial and Physical) by the Directorate during the Financial Year.</p>
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Chapter 16

Names, Designations and other Particulars of Public Information Officers

[Section 4(1)(b) (xvi)]

Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority /Officers (s) for the public authority in the following format.

Public Information Officer

Sl. No	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	Joint Director, PTC Division	Sri. K.V. Raghu Rama Reddy	080-22879304	jddesptc@gmail.com

Appellate Authority

Sl. No	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	DES, M.S. Building, Bangalore -01	Director	22353829/30/32	des_dir@mail.kar.nic.in

Chapter 17

Other Useful Information

[Section 4(1)(b) (xvii)]

Please give any other information or details of publications which are of relevance or of use to the Citizens

Sl. No	Name of the Publication/Report
Publication, Training and Co-ordination	
1	Annual Publication of Karnataka At a Glance
2	Annual Publication of Statistical Abstract of Karnataka
3	Annual Publication of Men and Women In Karnataka
4	Annual Publication of District At a Glance (30 Districts)
5	Annual Administration Report of DES